

C O P Y

June 25, 1954

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Notes for Survey of Plans Area by Budget Bureau Staff

1. Dates: July 26 - August 6
2. Bureau staff participating: [REDACTED]
3. Coverage: FI, PP, TSS, Admin., EK, FE, WH, and IO.
4. Purpose: General education and orientation with emphasis on programming and operating processes and the problems related thereto.
5. Level of discussions: with exception of point 5-C below, use briefing last fall as point of departure. Specific examples will be helpful.
6. General points to be covered, where applicable:
 - a. Organization of staff or division; staffing pattern (relation of employee grades to assignments).
 - b. Organization of field staffs in area of responsibility; field-headquarters relationships; country level relationships (especially for program planning and coordination).
 - c. Brief review of current and planned program emphasis in area. Highlight training projects.
 - d. Project development; describe process from conception to point of allotment. Who does what - field, case officer, division functional or administrative staffs, senior staffs PRG?
 - e. Project operation; describe process of handling a "going" project. Again, who does what? How are modifications handled? What devices of management control are used?
 - f. Reporting - frequency and kind of reports; evaluation at division level.
 - g. Relations with other parts of the Agency, including Commo and Training.
 - h. Relations with other agencies.
7. Specific additional points to be covered by unit:
 - a. FI
 - (1) requirements and priorities
 - (2) role of IPC
 - (3) training and recruitment [REDACTED] 25X1C4a
 - (4) screening, evaluation and distribution of incoming intelligence reports

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b. PP

- (1) country level psychological program concept
- (2) developments pursuant to [REDACTED]
- (3) more detail on logistics arrangements with military services

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c. TSS

- (1) interagency coordination
- (2) plans for new laboratory
- (3) unique personnel requirements

d. Administrative

- (1) liaison with DD/A and Personnel
- (2) status of study of DD/P administrative staffs
- (3) relations with overseas administrative staffs
- (4) fiscal controls

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e. PE

- (1) [REDACTED]

f. IO

- (1) policy control of subsidized organizations and coordination with other U.S. activities carried on by agency and other agencies.

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